



## JOB DESCRIPTION

Job Title: Electrical Maintenance Planner Position Number: 99-09

Incumbent: Vacant Effective Date: March 2025

Employment Status: Permanent Pay Level: 9 Bargaining Unit:  Yes  No

Supervisor's Title: Director, Maintenance Department: Operations

### SUMMARY

The Electrical Maintenance Planner holds a key position responsible coordinating, planning and documenting work for the electrical side of the Operations Department at Yukon Energy (YEC). This role involves collaborating with various YEC departments and contractors to create, monitor, and maintain the Operations Maintenance Schedule and associated work plans alongside the other Maintenance Planners. This position ensures the appropriate implementation, use, and data integrity of the corporation's Enterprise Asset Management (EAM) system, which includes user adoption, work order management, and data analysis.

As a central figure in the Operations and Maintenance team, the Electrical Maintenance Planner facilitates decision-making by developing and leveraging KPIs, reports, and maintenance data to identify and implement continuous improvement opportunities in maintenance planning processes and various jobs. All activities are conducted in accordance with corporate policies, guidelines, and procedures.

### DESCRIPTION

#### Work Management and Scheduling:

1. Manage and co-own the Operations Maintenance Schedule alongside YEC's other Maintenance Planners. Evaluates constraints such as manpower, equipment, and material availability.
2. Collaborates with key stakeholders to develop, review and update the Operations Maintenance Schedule. Coordinates with Capital and Engineering Departments, external parties, and other work groups to integrate their projects into the Operations Maintenance Schedule.
3. Prepares and develops job plans for the Electrical Maintenance group with the appropriate job scope and level of detail.
4. Identifies, reserves, and acquires materials for planned maintenance work in coordination with warehouse staff and YEC procurement policies.

## JOB DESCRIPTION

5. Reviews and prioritizes maintenance work requests and work order backlog with key team members.
6. Promotes, audits and supports effective maintenance job closeout processes, such as appropriate data entry into EAM, test record filing and parts re-ordering.
7. Promotes a proactive, planned maintenance philosophy and implements processes to replace reactive maintenance.
8. Provides input into the development of Asset Management Plans (AMPs). Organizes, creates and enters preventative maintenance plans into the EAM system based on AMPs, OEM recommendations and other related documentation.
9. Participates in Capital job turnover procedures to ensure appropriate asset information and maintenance information is handed over to the Operations group to be able to maintain and track the assets going forward in the EAM system.
10. Compare YEC's maintenance practices with industry best practices and other similar utilities to suggest improvements as applicable.

### **Data Management and Analysis:**

11. Proposes and maintains reporting on maintenance KPIs and reports. Ensures accurate maintenance data entry and tracks KPIs to identify resource gaps and improvement areas. Utilizes EAM where applicable.
12. Utilizes the EAM system to analyze trends in equipment maintenance needs such as breakdown, preventative maintenance, corrective maintenance, mean time between failures, and time to repair.
  - a. Make recommendations for improvements to maintenance practices and frequencies based on trends.
  - b. Proposes and provides background data to justify capital and major O&M projects.
13. Provides guidance on asset register structure in EAM. Audits asset master data to ensure completeness.
14. Supports the Operations Supervisors with maintenance job budget estimates as requested.

### **Peer Collaboration, Mentorship and Work Standards:**

15. Coordinates EAM user training and support to ensure proper adoption and implementation of work management processes. Identifies opportunities for continuous improvement related to work management and EAM implementation.

## JOB DESCRIPTION

16. Liaise with other departments on a regular basis to obtain or provide advice on a variety of matters related to work management and maintenance scheduling functions. Establishes and maintains effective working relationships.
17. Maintains the confidentiality of all Corporation information. Adheres to all Corporate policies, procedures and guidelines.
18. Adheres to the Corporation's high safety standards and follows all policies, procedures and guidelines.
19. Other related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Journey level certification as an Electrician or Power Systems Electrician
- Minimum 7 years' experience in an industrial or utility operational environment including experience as a job planner or scheduler.
- Experience with EAM/CMMS is required.
- Experience with computer software applications, in particular working with databases, Microsoft Office program and Microsoft Project.
- Ability to foster and maintain effective relationships with suppliers, contractors and stakeholder groups.
- Knowledge of methods, materials, and tools used in the maintenance of a modern Electrical Utility encompassing generating plants, transmission and distribution and other electrical utility infrastructure.
- Requires a high level of interpersonal communication skills. Must be an excellent motivator in a wide range of circumstances and diverse situations.
- Strong cost estimation, problem solving, analytical, organization and prioritization skills.
- Demonstrated commitment to preventive/predictive maintenance programs
- A proven track record and commitment to safe procedures and encouraging a safe work environment.

### **WORKING CONDITIONS**

The majority of the work is performed in a normal office environment but there may be exposure to high voltage equipment, heights, and plant environment, as well as outdoor weather when in the field. Travel may be beneficial for training purposes but is not required of this position.